



## **Positive Behaviour and Exclusions Policy**

This document applies to all parts of The Pilgrims' School,  
including parents and pupils in the Early Years Foundation Stage.

Responsibility of: The Deputy Head Pupil Development

Reviewed: Jan 2026

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Approved by The Pilgrims' Committee: Jan 2026

## Positive Behaviour and Exclusions Policy

This policy promotes good behaviour, self-discipline, mutual respect and the welfare of pupils. It reflects the School's values, makes use of the non-statutory advice *Behaviour in Schools – Advice for headteachers and school staff* (2024), and has regard to duties under the [Equality Act 2010](#)

This policy should be read in conjunction with the 'Counter Bullying Policy and Strategy', 'Supervision Policy' and 'Safeguarding & Child Protection Policy'.

It applies during the school day, boarding time, during school activities and trips, and can – at the Headmaster's discretion – apply to behaviour outside school where this impacts the safety and welfare of pupils in school, such as with cyber bullying. (See the Counter Cyber Bullying Policy and Strategy, appended to the Counter Bullying Policy and Strategy.)

### 1. Behaviour Expectations

Pupils are expected to uphold the School's values (see below). These values underpin conduct, learning behaviour and relationships.

### 2. Behaviour principles:

- Education and Restoration (see also Counter Bullying Policy and Strategy)
- All pupils and staff have the right to be respected, in line with our school values.
- Unacceptable behaviour patterns can be changed and are often a form of communication.
- Good discipline is best promoted by purposeful learning and by clear expectations and routines.
- The standard you walk past is the standard you accept.
- Communication is key: prep diaries, ISAMS and CPOMS each play their crucial role.
- Matters of behaviour can equally contain subjective elements (shades of grey), as they can objective elements (black and white). Professional care must be taken to acknowledge the particular circumstances of each incident.
- Those demonstrating the School's values should be acknowledged and praised, including a reward if appropriate, in accordance with the rewards system.

For the purpose of this policy and how they specifically relate to pupil behaviour, the School's values can be expressed as follows:

- **Heart** – showing kindness towards others, promoting caring relationships, showing compassion and showing courage.
- **Excellence** - aiming to be the very best version of ourselves
- **Joy** – supporting the enjoyment of all, bringing a desire to learn in all areas and an enthusiastic positivity.
- **Integrity** – being honest and striving to do the right thing; helping us all to be a united, supportive community
- **Respect** - valuing and recognising one another's individual qualities, characteristics and feelings; and so being kind, polite and well-mannered

In the **classroom environment**, pupil expectations are distilled to three rules for learning stemming from these values:

1. **Show Respect** – for your own and others’ learning. (Examples: Listening, following instructions, participating positively)
2. **Show Integrity** – by taking responsibility for yourself. (Examples: Being punctual, being properly equipped, not calling out)
3. **Work to your own Excellence** – try your best. (Bring good effort and a positive mindset.)

**A boy-friendly Behaviour Poster is displayed in each classroom. This is a constant reminder to a boy of what is expected from him.**

### **3. Behaviour Aims**

At the school we aim to provide:

- Good adult and peer role models of caring, cooperative behaviour.
- Positive reinforcement of good behaviour.
- High expectations of pupils’ behaviour.
- Celebrations of a wide range of achievement.
- Staff who demonstrate the responsibility for maintaining a good standard of discipline and promoting the school’s ethos of being a caring community, which helps pupils extend their skills and develop their talents.

### **4. Rewards and Positive Reinforcement**

The School recognises and reinforces positive behaviour, effort and achievement through praise and reward systems designed to encourage pupils to demonstrate the School’s values.

Rewards can include:

- Verbal praise
- Show Ups
- A chance to show the Headmaster your efforts
- A Headmaster’s Show Up
- A Headmaster’s reward tea
- Appointment to a position that recognises good conduct and effort
- Prizes at an internal prizegiving and end-of-year prizegiving

Rewards contributing to the Set competition are recorded on iSAMS.

### **5. Sanctions**

It must be realised that from time-to-time pupils will make mistakes and this should be seen as a natural part of the process of learning and growing up.

Where behaviour falls below expectations, sanctions from the School’s sanctions system may be applied. Sanctions are proportionate, consistent, and take account of the pupil’s age, needs, safeguarding considerations and circumstances.

**At no time will corporal punishment, physical punishment or deliberate humiliation be used as a sanction in this school.**

It is not simple, nor is it desirable, to produce a list of 'offences' and related sanctions. The School's sanctions system offers a graded pathway to which staff, the Senior Leadership Team, and ultimately the Headmaster apply their professional discretion.

Sanctions can include:

- A verbal word / reflection
- Being given a moment / 'time out' for reflective pause
- Repeating work
- Show Downs
- Detentions (for example: community detention, break time detention)
- Loss of privileges as may befit the behaviour (e.g. not representing the School in a sports team;
- Going on a report card
- Headmaster's Detention
- Parent meeting with senior staff and/or the Headmaster

Sanctions are recorded either on iSAMS or on CPOMS as appropriate.

#### **6. Serious sanctions**

Only occasionally is it necessary to employ more serious sanctions. These levels would only be issued by the Headmaster (or, in his absence, a Deputy Head) and are:

- Internal Suspension – removal from class and relocation at a private working desk, usually in the Senior Leadership area
- Exclusion (External Suspension) – one or more days away from school and occasionally issued with a final written warning from the Headmaster;
- Expulsion (removal from the school permanently).

#### **7. Exclusion (Suspension) and Expulsion.**

The Headmaster may exclude (suspend) any boy from the school temporarily, internally or externally, or permanently, for breach of the school rules, for repeated violation of the code of conduct, for extreme cases of serious misconduct, for bullying or for failure to maintain the required academic commitment and progression. The Chair of The Pilgrims' Committee will be notified of any exclusion (beyond internal suspension) and the reason(s), and the Chair of Governors will be notified of any expulsion.

Confirmation from the Headmaster will also be provided to the parents (and, in the case of expulsion, to the Department of Education, and the local County Education office) in writing, confirming:

- The rationale for the exclusion or expulsion
- The duration of the sanction (as appropriate)
- Any right of response

A record of any exclusion and the reason(s) for it will be maintained in a register of serious sanctions maintained by the Deputy Head Pupil Development.

## **8. Pupil self-disclosure**

In the case of a pupils disclosing their own wrongdoing, the School may approach the matter predominantly as a pastoral matter rather than a disciplinary one.

**The Headmaster retains ultimate discretion in terms of the management of sanctions, including how and when sanctions are imposed.**

If any parents or children disagree with the Headmaster's decision, they may pursue the matter through the School's Complaints Procedure.

## **9. Termination of Enrolment**

Separate to Exclusion is Termination of Enrolment.

### **Termination of Enrolment for Conduct of Parents**

As set out in the Parent Contract, the School may terminate the contract of enrolment where the Headmaster considers in his discretion that the behaviour or conduct of a parent or parents:

- is unreasonable;
- is likely to adversely affect the progress of their child or another pupil;
- is likely to adversely affect the wellbeing of School staff;
- is likely to bring the School into disrepute; or
- is not in accordance with their obligations under the Parent Contract.

Examples of such behaviour include (but are not limited to):

- treating the School, a member of staff or a member of the School community unreasonably;
- communicating with the School in a manner which is aggressive, confrontational or unreasonably demanding;
- breaching the Parent Contract, or undermining the School's policies or its ability to function in an orderly manner;
- bringing the School into disrepute by things said or done.

This list is not exhaustive.

The School may, alternatively, impose requirements such as restricting a parent's access to School premises or events, or placing limits on communications.

### **Termination of Enrolment for Attendance or Progress or lack of fees payment**

As set out in the School's Parent Contract, the School may terminate a pupil's enrolment where the Headmaster considers in his discretion that the pupil's attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Headmaster, the removal of the pupil is in the best interests of the pupil, other children or the School.

Parents are also referred to the Parent Contract for matters around payment of fees and termination of enrolment.

#### **10. Safeguarding and SEND**

Behaviour management is undertaken with due regard to safeguarding responsibilities and the needs of pupils with special educational needs or disabilities. Reasonable adjustments are made where appropriate.

#### **11. Bullying**

The School believes that all pupils have a right not to be bullied and that bullying is always unacceptable. See separate Counter Bullying Policy and Strategy.

#### **12. Use of Reasonable Force** (known as 'restrictive intervention' from 1<sup>st</sup> April 2026)

Reasonable force (restrictive intervention) may be used in exceptional circumstances to prevent harm, in accordance with the law, statutory guidance and the School's procedures.

#### **13. Staff Roles & Responsibilities and Discipline**

From 1800 to 0800, the discipline of the school is the responsibility of boarding staff, supported by any remaining day staff who may be on duty to 1930. During boarding hours, distinct rewards and sanctions within the boarding system will be used to replace or supplement those above.

#### **14. Prohibited items**

The following items are prohibited at school. Their presence is likely to trigger the sanctions system for the boy(s) concerned. They are also items for which the School is able to invoke its right to search and confiscate. (See appendix below.)

- Any article that the member of staff reasonably suspects has been, or is likely to be, used to:
  - o Commit an offence
  - o Cause personal injury (including the to the pupil) or damage to property
- Stolen items
- Knives, blades or other items capable of cutting and/or piercing
- Other weapons
- Replica weapons
- Sexually explicit images
- Alcohol
- Illegal drugs
- Tobacco, cigarette papers, vapes and/or associated paraphernalia
- Any items of concern reasonably suspected to have been taken from the Science labs, D&T Room, Art Room or other school environment in which items which can cause harm are properly and safely used.
- Fireworks

#### **Other prohibited items at Pilgrims'**

Mobile phones (except boarders at permitted times), smart watches or any personal technology that can be internet-enabled and/or has an in-built camera

### **Appendices:**

1. **Policy areas specific to the Pre-Prep**
2. **The use of reasonable force to restrain pupils**
3. **Policy on conducting a search of pupils and their possessions**
4. **Alcohol, smoking, solvent and substance abuse**

### **Appendix 1**

#### **Policy areas specific to the Pre-Prep**

This appendix, a part of the whole school policy, is a statement of the aims, principles and strategies for the Pre-Prep department at The Pilgrims'. EYFS guidelines have been taken into consideration in the formation of this policy. It should be read in conjunction with the SEN policy, PSHEe policy, Counter Bullying Policy and Strategy, and the Safeguarding and Child Protection Policy to establish the general ethos of the Pre-Prep department.

#### **Ethos**

This document provides a framework for the creation of a happy, secure and orderly environment in which children can learn and develop as caring and responsible people. It is written for all members of the school community to allow each one to understand the policy of the Pre-Prep department and how to apply it consistently and fairly.

#### **Aims**

- To ensure a safe, caring and happy Pre-Prep department
- To promote good citizenship
- To ensure appropriate behaviour and good manners throughout the Pre-Prep
- To encourage and praise greater effort in both work and behaviour
- To provide a system of rewards to encourage effort in work and good behaviour
- To prevent bullying
- To ensure each child can access learning and not be disrupted by others

The aims of the behaviour policy are reflected by our endeavour 'to be a Pilgrim'. This provides a foundation to progressing more explicitly to the School's values as a focal point in the prep school.



We work hard to encourage the boys to take responsibility for their behaviour. By the end of the Pre-Prep, we would expect the children to be able to:

- Show respect to others, speak politely, take turns in conversation, listen to others and use appropriate manners.
- Use appropriate vocabulary and phrases
- Respect the school's values
- Show Empathy, be mindful of others' feelings and offer support when peers are upset. Celebrate others' successes and be encouraging to peers.
- Behave appropriately towards others. Demonstrate kindness and consideration towards peers and adults
- Behave in a gentle manner with their peers, not playing roughly or hurting each other and behave appropriately in the playground
- Demonstrate self-control by managing their emotions appropriately and in different situations.
- Share toys and equipment
- Be respectful and caring for their learning environment
- Work co-operatively and respect the learning environment in terms of noise level
- Move around the classroom and school appropriately. Line up to move around school
- Use good table manners

### Rewards

We believe it is extremely important to praise, focus and encourage good behaviour and following our guidance on how 'to be a Pilgrim' through a range of strategies.

The children are rewarded with praise and step ups on their individual behavioural charts. In Year 1 and 2 Set Points are awarded for three steps up. Set Points are collated in Celebration Assemblies and added to our Set Point Chart. The Set Points are added to the Prep School totals at the end of each half term.

Pilgrims' Shell Award certificates are presented in our Celebration Assembly each Friday. Boys who receive Shell Awards, receive a Pilgrims' Shell badge to wear for the week and take home a Pilgrims' Bear for the weekend. The recipients of Pilgrims' Shell Awards are also mentioned in the Pre-Prep Newsletter in order to share and acknowledge their achievement with their parents and the wider school community.

### **Sanctions**

While we aim to foster a positive and encouraging atmosphere, there are times when sanctions are necessary to help the boys take responsibility for their actions and reflect on their behaviour. The sanctions below are designed to guide children towards making better choices.

First the boys are verbally given a chance to stop, reflect and change their behaviour. However, continual inappropriate behaviour may result in specifically dedicated time out/reflection time in the calm spaces. After this a teacher will discuss the behaviour with the child.

Depending upon the nature of the incident and the individual, time out from playtime or exploring time may need to be used as a sanction.

If the misdemeanour is more serious the child may be spoken to by the Head of Pre-Prep and parents will be notified.

Inappropriate behaviour is recorded on CPOMS.

In the unusual event of the repeat of a serious misdemeanour, the child will see the Deputy Head Pupil Development. In addition, parents will be contacted and the Headmaster informed.

### **Responsibilities**

All members of the Pre-Prep community, teaching and non-teaching staff, parents, pupils and governors, work towards the Pre-Prep aims by:

- Providing a well-ordered environment in which all are fully aware of behavioural expectations
- Treating all children and adults as individuals and respecting their rights, values and beliefs
- Fostering and promoting good relationships and a sense of belonging to the Pre-Prep community
- Offering equal opportunities in all aspects of Pre-Prep life and recognising the importance of different cultures
- Encouraging, praising and positively reinforcing good relationships, behaviours and work
- Non tolerance of all bullying
- Helping to develop strategies to eliminate undesirable behaviour both within and outside the classroom, and applying these consistently
- Working as a team, supporting and encouraging each other.

### **Procedures for providing children with the opportunity to discuss appropriate behaviour**

- Speaking with a teacher or teaching assistant
- A programme of personal, social and health education set in a moral framework designed to promote mutual respect, self-discipline and social responsibility (PSHE)
- A clear focus for work on relationships and feelings as part of the PSHE work throughout the Pre-Prep
- Joining a Social skills support group
- Assemblies
- Circle times

### **Liaison with parents**

Verbal contact with parents is often a good strategy. Copies of any letters or written records will be stored on CPOMS.

### **Outside agencies**

Any worries / concerns about any pupil should be discussed with parents, the DSL and/or the Learning Support teacher with focus on Pre-Prep and Lower Section, as is appropriate to the worry / concern. There may be times when the advice of outside agencies will be required. This will be the result of discussions between the class teacher, parents, learning support co-ordinator and the Head of Pre-Prep.

## Appendix 2

### The use of reasonable force to restrain pupils

**(At time of policy review, new statutory guidance has been issued for implementation from 1<sup>st</sup> April, 2026. This policy will be reviewed beforehand to ensure the School remains compliant.)**

The law allows anyone to defend him/herself against an attack provided they do not use more force than is necessary. Where a pupil is at risk to themselves or someone else, any member of staff (whether authorised or not) is entitled to intervene.

By law all teaching staff and other staff authorised by the Headmaster to have control or charge of pupils may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property, including their own
- Engaging in any behaviour, whether in a classroom or elsewhere, which damages good order and discipline at school or among the pupils.

This applies on School premises, and away from the school, for example on a field trip or any other authorised school activity. It only applies when no other form of control is available and where it is necessary to intervene.

Staff will, wherever practicable, tell the pupils to stop, and what will happen if they do not. The member of staff will try to keep communicating throughout the incident and will make it clear that the restraint will stop as soon as it is no longer necessary. Staff will always avoid touching or holding a pupil in a way that might be considered indecent.

The member of staff must inform the Headmaster and Deputy Head Pupil Development immediately following an incident where force has been used and will be asked to provide a written report as soon as possible afterwards.

***Parents should be informed on the same day if physical restraint has been necessary. This will usually be done by the Deputy Head Pupil Development or the Headmaster.***

***Under no circumstance may corporal punishment be used or threatened to be used on any pupil.***

## Appendix 3

### Policy on Conducting a Search of Pupils and their Possessions

#### Which staff members can conduct searches and when

Legislation deems that:

- Any staff member has the power to search pupils for any item if the pupil gives informed consent (see below).

Although any staff member has this power with consent, best practice is that – where possible – only staff members who have been authorised by the Headmaster to conduct searches for prohibited or banned items carry out any search.

- If a pupil does not agree, the Headmaster and members of staff authorised by the Headmaster (and only those staff), still have the power to search a pupil for an item which is prohibited or banned if they have ‘reasonable grounds’ to suspect the pupil has such an item. (See below for banned items and ‘reasonable grounds’.)
- At Pilgrims’, staff authorised by the Headmaster to undertake such searches are:
  - Members of the SLT
  - The trip leader on a school trip when the need to search arises on the trip
  - The Head of Boarding
  - The Head of Science (in the context of the Science labs and science learning resources)
  - The Head of D&T (in the context of the D&T lab and D&T learning resources)
  - The Head of Art (in the context of the Art Room and art learning resources)

These staff may search for any item on the list of prohibited or banned items below.

By law:

- The member of staff carrying out the search **must** be the same sex as the pupil
- There must be another member of staff present as a witness to any search: they don’t have to be the same sex as the pupil

The only exception to needing a second member of staff is if:

- the searcher reasonably believes that there is a risk of serious harm being caused to a person if a search isn’t carried out urgently **AND**
- it's not reasonably practical to summon another member of staff (to carry out the search or act as a witness) within the time available

When an authorised staff member conducts a search without a witness, they should immediately report it to one of the SLT or the Headmaster, and make sure that a record is written onto CPOMS.

## **Gaining consent and what will happen if a pupil refuses to cooperate**

Any staff member feeling that they need to search a pupil or their possessions should seek the informed cooperation of the pupil before any search. In asking for consent, the member of staff should explain calmly and clearly:

- Why they feel the search is necessary
- Why this is important
- What a search would involve

e.g. '\*\*\*\*\*', I'm worried that you may have something which you shouldn't in your locker/bag, as I've heard you might have a penknife in school today. It is important for your own safety and that of others that – if you do – it is carefully looked after and goes home at the end of the day. To search for it, I would take the items out of your locker/bag to have a look and may need to open your pencil case too. May I do this?

The School can sanction pupils if they refuse to cooperate with a search for a **prohibited** item. (See policy above.) However, where possible, staff should avoid presenting the idea that a pupil can be sanctioned for refusing to consent to a search, as this may imply that the pupil didn't freely consent.

### **What does 'reasonable grounds' mean?**

There's no specific legal guidance on what 'reasonable grounds' to suspect a pupil has prohibited items means. At Pilgrims', a common sense approach that can be rationalised and justified applies.

For example:

- Hearing the pupil or other pupils talking about an item
- Being told directly of an item
- Seeing an item
- Noticing a pupil behaving in a way that causes a member of staff to suspect that they're concealing an item

The School may use CCTV footage to decide whether to search for an item.

### **Prohibited items**

These can be searched for with or without a pupil's consent.

Prohibited items are:

- Any article that the member of staff reasonably suspects has been, or is likely to be, used to:
  - o Commit an offence
  - o Cause personal injury (including the to the pupil) or damage to property
- Stolen items
- Knives, blades or other items capable of cutting and/or piercing
- Other weapons
- Sexually explicit images
- Alcohol
- Illegal drugs
- Tobacco and cigarette papers
- Fireworks

#### **Other items banned at Pilgrims':**

Mobile phones (except boarders at permitted times), smart watches or any personal technology that can be internet-enabled and/or has an in-built camera

#### **How to carry out a search**

Before a search, the Headmaster or authorised staff member should:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. These considerations would need to be covered in the subsequent CPOMS report.
- Explain to the pupil why they are being searched, how and where the search will happen, and give them the opportunity to ask questions about it
- Always seek the pupil's cooperation

#### **If a pupil refuses to cooperate**

In this case, the authorised member of staff should first consider why this is, and act proportionately. It may be that the pupil:

- Is in possession of a prohibited or banned item
- Doesn't understand the instructions or what a search will involve
- Has had a previous distressing experience of being searched

If the pupil continues to refuse to cooperate:

- They may be sanctioned in line with this Behaviour Policy
- If you don't think that a search is needed urgently, seek advice from the Headmaster or the DSL. During this time, the pupil should be supervised somewhere away from other pupils ☒
- Assess whether it's necessary to use reasonable force to conduct the search. Consider whether this would prevent the pupil from harming themselves or others, damaging property or causing disorder.

Note: you can only use reasonable force to search for prohibited items, but not other items banned in your school (i.e. not for mobile phones / personal technology)

### **Searching a pupil's clothes**

Search the pupil in an appropriate location that offers privacy from other pupils.

Authorised staff can search a pupil's pockets and require pupils to remove outer clothing, meaning clothes that are not worn directly next to the skin or over underwear. Outer clothing also includes:

- Gloves
- Scarves
- Shoes

Staff cannot ask pupils to take off any further items of clothing. Be sensitive to whether a pupil is wearing outer clothing for religious reasons when conducting a search.

### **Searching a pupil's possessions**

Authorised staff can search lockers, desks and bags in the presence of the pupil and another member of staff (except in cases where there's a risk of harm and where it's not reasonably practicable to summon another member of staff).

### **Only police can conduct a strip search**

School staff are not allowed to carry out strip searches, including the Headmaster and authorised staff. Only police who have been asked to come to the school may decide whether a search is necessary and carry it out.

The police can only carry out a search if they:

- Think this is necessary to remove an item related to a criminal offence, and
- Reasonably consider the pupil might have concealed such an item

Call the police into school as a last resort.

Always put the best interest of the child first. This means that before you decide to call the police into school you should first:

- Make sure that you've exhausted other approaches
- Carefully weigh up the risks to the pupil's mental and physical wellbeing with the need to conduct a search

Any intimate search of a child may take place only in the presence of an appropriate adult of the same sex, unless the child expressly asks for an appropriate adult of the opposite sex, who is readily available. An appropriate adult is a parent, guardian or social worker; or in their absence any responsible person over 18 years old.

## Appendix 4

### Alcohol, Smoking, Solvent and Substance Abuse

The school's legal responsibilities lie essentially within two main areas:

- (a) the paramount duty of care for the education, safety and well-being of pupils entrusted to the school
- (b) the observance of and compliance with laws relating to controlled substances, i.e., drugs, alcohol, etc.

***All staff must be clearly aware that there is an equal duty of care and responsibility for the protection of non-involved pupils as there is for those pupils involved or suspected of involvement in abuse.***

Where substances open to abuse (e.g. glues, correction fluid), are legally held within the school there is a duty to ensure such substances are strictly controlled and stored and the use of them is carefully supervised.

Where incidents of abuse occur, or there is reasonable suspicion of such incidents, the Headmaster must be informed immediately. Parents will be informed immediately the school has evidence of the pupil's involvement in or with alcohol, drugs or solvent abuse.

Any information concerning individual pupils in relation to abuse must be treated with the utmost circumspection, and will not be disclosed to anyone by the Head – except for appropriate staff – without the parents' consent.

***Observance of and compliance with the law in relation to juveniles and tobacco, alcohol, solvents and controlled drugs is required of all staff.***

#### Tobacco

- a) **Legal Status:** Whilst it is not an offence for children under 16 to buy tobacco, the sale of tobacco to children under 16 is an offence (s.7 of the **Children & Young Persons Act 1933**). It is also contrary to this section of the Act for under 16s to smoke in public.
- b) **School Action:** It is forbidden for pupils to smoke on school premises, between home and school, between school and home and also on school visits. It is also forbidden for any pupil to be in possession of tobacco at this school.

#### Alcohol

- a) **Legal Status:** The sale of alcohol to young persons under 18 years is an offence under the **Licensing Act 1964**, s.169. (Under the same section, the consumption of beer, cider, or perry on licensed premises with a meal by young people aged between 16-18 is legal.) Young persons between 14 and 16 may be in a public bar, with the permission of the landlord, but those under 14 may not be. It is an offence to give alcohol to a child under 5, but those over 5 can drink alcohol on private premises. However, being found drunk (under the influence) in public is a criminal offence for a juvenile.
- b) **School Action:**

*i. Pupils found drunk in school.*

The first duty is to have regard to the safety of the pupils by rendering or obtaining appropriate assistance/treatment. Because of the type of behaviour usually exhibited in such instances and the possible consequent effects upon the conduct of other pupils, as well as disruption to the good order of the school, the removal of such pupils from the premises will be carried out. Removal will be effected by the parents, but in serious instances the use of outside assistance (e.g. ambulance for hospital treatment) may be appropriate.

*ii. Pupils found in possession of alcohol on school premises.*

The alcohol should be immediately confiscated – this is quite legal and proper, and the Headmaster, Second Master or Deputy Head Pupil Development informed. Parents will be informed immediately and appropriate action taken, normally immediate suspension.

It is a serious breach of school rules for a pupil to be in possession of alcohol on school premises and will normally lead to immediate external suspension.

### **Solvents**

- a) **Legal Status:** in England, selling, purchasing, possessing or actually sniffing solvents and other highly volatile substances is not illegal. Unruly or offensive behaviour due to intoxication from solvents may lead to arrest under various legal regulations (e.g. breach of the peace).

The **Intoxicating Substance (Supply) Act 1985** introduced a new offence of *knowingly supplying young people under the age of 18 with any substance likely to be inhaled causing intoxication.*

- b) **School Action:**

*i. Pupils found abusing solvent in school.*

The first duty is to have regard to the safety of pupils by rendering or obtaining appropriate assistance/treatment. Because of the unpredictability of physical reaction to solvent abuse, hospital/medical attention should be sought urgently. The member of staff should go to the hospital with the pupil. The Headmaster and parent/guardian must be informed immediately. A full written report of the incident must be made by the member of staff who discovered it and given to the Headmaster within 24 hours.

*ii. Pupils known to be involved in solvent abuse outside the school.*

In cases where the school has reasonable evidence for believing a pupil has involvement in solvent abuse outside the school, the duty of pastoral care would indicate an obligation to inform the parents of the possible danger to the child. In addition, involvement of Social Services or the Police-School Liaison Officer must be seriously considered.

### **Controlled drugs**

- a) **Legal Status:** Under the **Misuse of Drugs Act 1971**, the manufacture, possession, supplying or offering to supply to another of a controlled drug is a criminal offence. To allow school premises to be used for the illicit supply of controlled drugs is also a criminal offence, as is the smoking of cannabis. Only an 'authorized person' may have a controlled drug in their possession, even in the most minimal quantities. A police officer who has 'reasonable grounds' for suspecting persons of being in possession of drugs may enter premises to

question or search such persons (including juveniles) without a search warrant. To obstruct intentionally a police officer exercising his powers under this Act is an offence.

*Note: 'controlled drugs'*

*Category A (carrying high penalties) includes heroin, cocaine, morphine, diaconal, pethidine.*

*Category B (carrying medium penalties) includes cannabis, cannabis resin, codeine, amphetamines.*

*Category C (carrying lesser penalties) includes amphetamine-based drugs.*

**b) School Action:**

*i. pupils found in possession of, or using, controlled drugs in school:*

The first duty is to have regard to the safety of the pupils by rendering or obtaining appropriate assistance/treatment, e.g. in cases of overdose. In all cases, all drugs must be immediately confiscated and **must** be handed over to a police officer as soon as possible.

**The parents of the pupils concerned would immediately be contacted and the pupils expelled from the school.**

*ii. In cases where a pupil or other person is found supplying or offering to supply controlled drugs (pushing):*

Police must be called immediately. **Again, parents of pupils concerned would be immediately contacted and the pupils expelled from the school.**

*iii Pupils known to be using controlled drugs outside school:*

If the school has reasonable evidence for believing a pupil has involvement in drug abuse outside school, the duty of pastoral care would indicate an obligation to inform the parents.

**Depending on the circumstances, the pupil(s) may be suspended or expelled.**